



**FINANCE & ADMINISTRATIVE  
SERVICES  
PLANNING COUNCIL**

March 20, 2008

A meeting of the Finance & Administrative Services Planning Council (F&ASPC) was held on March 20, 2008. The meeting was called to order at 3:08 p.m. by Dr. Bonnie Dowd.

Roll Call

Members Present: Akins, Dowd, Hudson-MacIsaac (for Ellis) Jay, Laderman, Lyn, Simonds and Sullins

Members Absent: Ellis and Kovrig

Guest: Crystal Evans, Telescope Newspaper

**I. MINUTES**

The minutes of February 28, 2008, were approved and will be posted on the Palomar web page (MSC: Jay/Sullins). The minutes of March 6, 2008, were approved and will be posted on the Palomar web page (MSC: Jay/Sullins).

**II. ITEMS FOR DISCUSSION/INFORMATION**

1. Work continued on the Governance Structure Group Request Form and the changes recommended from last meeting were reviewed. After lengthy discussion, it was decided to create a new Governance Structure Request Form, rather than trying to accommodate existing language that is outdated and/or no longer applicable to the Council and its function. New language was outlined by the group and once the draft document is prepared, it will be forwarded to members Akins and Simonds for editing. The completed draft will be forwarded to the members for review prior to the next regular meeting.
2. Bonnie reminded the council the Institutional Review Committee was eliminated from the District's Governance Structure and that the process of engaging in "institutional/program review" by areas has been delegated to each of the planning council. In addition, as a component to the accreditation process, each planning council is required to conduct a review and analysis of their processes and procedures and prepare a report. To that end, she distributed two forms that have previously been used for "Institutional Review" for non-instructional reviews and asked that members review the form and the associated instructions that were developed in 2005. Some discussion followed as to what types of quantitative and qualitative data could be provided. Don Sullins suggested a survey might be an effective way to determine customer service levels, in conjunction with the forms. The group discussed possible modifications, and in response to time constraints, decided to further discuss the forms at the next regular meeting.
3. Jessie Lyn reported that the Faculty Senate indicated faculty may be better able to participate on the F&ASPC if the meeting times were moved up to 2:00 P.M., instead of the regular 3:00 P.M. starting time. To encourage and facilitate faculty participation, it was unanimously agreed to change the meeting start time to 2:00 P.M., ending at 3:30 P.M. This will be reported to SPC and if no objections are voiced, F&ASPC will change its meeting time to 2:00 after spring break.

**III. 1<sup>st</sup> READING: N/A**

**IV. 2<sup>nd</sup> READING: N/A****V. REPORTS**

Bonnie reported that the Facilities Review Committee unanimously approved a change in their meeting time to the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, from 3:00 to 4:00 P.M. in RS-5.

**VI. OTHER**

Meeting adjourned at 4:36 p.m.

Next Meeting: April 3, 2008 at 3:00 p.m.  
Conference Room: A4-C